



# *Manager's Report*

*for Council Meeting of December 13, 2005*

## **FINANCE**

Listed below are new businesses licensed during this period:

### **Business Name**

Best Buy Stores  
Esprit US Retail, Ltd.  
Gamestop #3582  
Home First Mortgage Corporation  
Kauffman Group Inc, The  
Martell, Donnelly, Grimaldi & Gallagher PC  
North Star Software Consulting, LLC  
Oaksworth Development Consulting  
Ringers  
Valley View Graphics  
Weekend Warrior Hauling Services  
Whitbeck & Associates  
Wilkes & McHugh

## **HUMAN RESOURCES**

New hires and terminations for the period of November 14, 2005 to December 5, 2005

### **New Hires**

Roddy Annan  
Tabitha Eagle

### **Position**

Utility Plant Op. Trainee  
Office Associate I

### **Department**

WPCF  
Utility Lines Division

### **Promotions**

Brenda Norton

Executive Associate I

Executive

### **Transfers**

None

### **Separations**

None

### **Retirements**

None

**PLANNING, ZONING & DEVELOPMENT****PLANNING DIVISION**

<b>DIVISION OF CURRENT PLANNING PLAN REVIEW ACTIVITY</b>			
<b>PLANS REVIEWED DURING THE PERIOD OF: NOVEMBER 15, 2005 – DECEMBER 5, 2005</b>			
<b>Project Name (Address/Location)</b>	<b>Project Type</b>	<b>Submission Number</b>	<b>Proposal Description</b>
Oaklawn Commercial TLFS-2005-0002	Final Subdivision Plat & Deed		Proposal to dedicate ROW, subdivide and create various public easements.
Waterside at Tuscarora Creek	Minor Subdivision Plat	1 <sup>st</sup>	Proposal to subdivide a large tract of land into three or four large tracts.
Banyan Cove TLPF-2005-0002	Final Development Plan	3 <sup>rd</sup>	Proposal to construct 15 multifamily townhouse units.
Applebee's @ Potomac Station	Request for a P/F Development Plan Authorization	1 <sup>st</sup>	Request to combine the preliminary and final development plan review process for a fast food restaurant.
Cornwall Medical Office Building (224 Cornwall Street) TLPF-2005-0002	Construction Drawings	1 <sup>st</sup>	Proposal to construct a 3-story 100,000 square foot medical office addition onto the existing Loudoun Memorial Hospital complex.
Oaklawn Townhouses – Section 2 TLCD-2005-0002	Construction Drawings	1 <sup>st</sup>	Proposal to construct 100 townhouses.
Meadowbrook Estates Tract "B" and Block 6 – Lots 2, 3, 4 and 5 TLBA-2005-0008	Boundary Line Adjustment & Consolidation Plat	1 <sup>st</sup>	Proposal to adjust and consolidate certain property boundaries.
Leesburg Auto Park (1300 block of East Market Street) TLPF-2005-0013	Preliminary Development Plan	1 <sup>st</sup>	Proposal to construct four buildings totaling 100,000 square feet for use as automobile dealerships on 16.88 acres.
Leesburg Veterinary Specialists (165 Fort Evans Road) TLPF-2005-0005	Preliminary/Final Development Plan	2 <sup>nd</sup>	Proposal to construct 18,300 square foot building for a veterinary clinic.
Leesburg Commerce Center (161-163 Fort Evans Road) TLPF-2005-0006	Preliminary/Final Development Plan	2 <sup>nd</sup>	Proposal to construct 91,816 square feet of office and retail uses in two 3-story buildings on 5.4 acres.
Battlefield FE Limited Partnership & Town of Leesburg (International Pavilion/TOL Carr Tank Parcel) (550 Fort Evans Road) TLBA-2005-0006	Boundary Line Adjustment Plat	2 <sup>nd</sup>	Proposal to adjust boundary lines between the Town Carr Tank water tower parcel and International Pavilion property.

<b>PLANS ACCEPTED FOR REVIEW DURING THE PERIOD OF: NOVEMBER 15, 2005 – DECEMBER 5, 2005</b>			
<b>Project Name (Address/Location)</b>	<b>Project Type</b>	<b>Submission Number</b>	<b>Proposal Description</b>
Fort Evans Road Sidewalk & Drainage Improvements (From the intersection with East Market Street to the cul-de-sac at the Bypass)	Capital Improvement Plan	5 <sup>th</sup>	Proposal to construct road and related utility improvements associated with Fort Evans Rd.
Fort Evans Plaza II, Battlefield Parkway – Public Improvements (400-500 block of Fort Evans Road) TLPF-2005-0016	Preliminary/Final Development Plan	1 <sup>st</sup>	Proposal to construct a section of Battlefield Parkway from the intersection of Fort Evans Road extending northward for approximately 2000 feet and proffered as part of the development of the adjoining site for retail/office use.
Fort Evans Plaza II (400-500 block of Fort Evans Road) TLPF-2005-0017	Preliminary/Final Development Plan	1 <sup>st</sup>	Proposal to construct 298,441 square feet of retail/office uses on 35 acres.
Turner Wilson	Correction Plat and Deed	1 <sup>st</sup>	Proposal to correct various survey information.

PLANS APPROVED OR RECORDED DURING THE PERIOD OF: NOVEMBER 15, 2005 – DECEMBER 5, 2005			
Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
Norris House (Healey/Kincade) TLBA-2005-0009	Boundary Line Adjustment Plat		Approved/Ready to Record – Proposal to adjust a property boundary line.

**ZONING DIVISION****Zoning Permits Issued Residential**

None

**Zoning Permits Issued Commercial**

None

**Occupancy Permits Issued Residential**

2 SFD – Rosebrook

5 SFA – Potomac Crossing

3 SFA – Potomac Station

**Occupancy Permits Issued Commercial**

609 Potomac Station Drive, NE – Best Buy

59 Catocin Circle, NE - Kaboom

**SPECIAL EXCEPTIONS: 5 ACTIVE, 1 APPROVED & 1 UNDER ACCEPTANCE  
REVIEW**

1. TLSE-2004-0018 Gatehouse Networks/Edwards Landing. Located along Woods Edge Drive, N.E. at the intersection of Chickasaw Place. The applicant, Gatehouse Networks, requests permission to build a 448 square foot equipment building with three satellite dishes on HOA property. The plans were accepted for review on September 20, 2004. The Planning Commission public hearing was held on April 21, 2005. This application has been placed on hold pending determination of whether the current owner agrees to permit the application to continue.
2. TLSE-2005-0002 B&M Motor Cars. Located in the Leesburg Park Shopping Center. The applicant, Vasily Mulyar, seeks to obtain special exception approval for vehicle sales and rental facility in the B-3 District at 911 Edwards Ferry Road comprised of a 4,152 square foot building with four service bays and outdoor vehicle sales area. The application was accepted for review on March 15, 2005. A public hearing before the Planning Commission was held on September 22, 2005 and at its regular meeting on October 6, 2005 the Planning Commission recommended conditional approval of this application by a vote of 4-2 (1 absent). The Town Council public hearing was held on November 8, 2005 and the applicant requested a deferral of the vote on the application to the December 13, 2005 Council meeting, with another request to defer the vote until the January 10, 2006 Council meeting.
3. TLSE-2005-0005 The Good Shepherd Alliance. Located at 37 Sycolin Road SE. The applicant seeks to obtain special exception approval to convert an existing office use to a 1,285 square foot homeless warming center. The application was accepted for review on September 8, 2005. First submittal referral comments were due October 21, 2005 and were forwarded to the

applicant. The application was resubmitted on November 23, 2005 and second submittal referral comments were due from staff on December 29, 2005.

4. TLSE -2005-0004 Carr Tank #2 Water Storage Tower. Located at the northwest quadrant of the intersection of Fort Evans Road and Battlefield Parkway. The applicant, Town of Leesburg Department of Utilities, seeks to obtain special exception approval to construct a 1.5 million gallon elevated water storage tank. The application was accepted for review on July 5, 2005. A public hearing before the Planning Commission was held on October 20, 2005, at which time the Commission voted 5-0 (2 absent) to recommend conditional approval of the application to Council. A public hearing was held before the Town Council on November 22, 2005. At its regular meeting on December 13, 2005 the Council voted 7-0 to approve the application with conditions.

5. TLSE-2005-0006 Commerce Bank Drive-thru. Located in the Leesburg Plaza Shopping Center at the northwest corner of E. Market Street and Plaza Street. The applicant, Commerce Bank N.A., seeks to obtain special exception approval to construct a 4,100 square foot bank with a drive-thru. The application was accepted for review on September 21, 2005. First submittal referral comments were due October 21, 2005 and have been forwarded to applicant. Staff is awaiting a revised submission.

6. TLSE-2005-0007 Loudoun Country Day School. Located at 237 Fairview Street. The applicant, Loudoun Country Day School, seeks to obtain special exception approval to make permanent two classroom buildings that were approved under #SE 2001-02. The application was accepted for review on September 20, 2005. First submittal referral comments were due October 21, 2005 and have been forwarded to applicant. Staff is awaiting a revised submission.

7. Enterprise Rent-A-Car (Case number unassigned). Located in the Virginia Village Shopping Center in the northwest quadrant of the intersection of Catoctin Circle and Harrison Street, the applicant Enterprise Rent-A-Car seeks to obtain special exception approval to relocate their existing vehicle rental facility from the Bellewood Commons Shopping Center to a site in Virginia Village. The application is currently under review for official acceptance.

#### **REZONINGS: 3 ACTIVE, 1 PENDING**

1. TLZM-2005-0001 Harrison Park: Located at the northeast quadrant of the intersection of Catoctin Circle and Harrison Street, the property is approximately 11.65 acres in size. The applicant, Mitchell and Best Homes, proposes a mixed use community containing 352 Multi-Family units with 90 units in a two-over-two configuration to resemble townhouses, the remaining units to be located above office and retail uses, 74,890 square feet of which are proposed. A Planning Commission public hearing was held on November 3, 2005 and at its regular meeting on November 17, 2005 the Planning Commission recommended approval of the project by a vote of 4-3 with proffers. A Town Council public hearing is scheduled for January 24, 2006.

2. TLZM-2005-0002 Oaklawn at Stratford: Request to modify TLZM-1990-0116 concept plan and proffers to revise transportation improvements schedule and provide for flexible uses per land bay. The application was submitted for acceptance review and was denied due to incompleteness of application. The applicant is working with staff on a resubmission.

3. TLZM-2005-0003 H-1 Overlay District Expansion: Located adjacent to the H-1 Overlay District south of the W&OD Trail and east of Harrison Street. On October 12, 2005 the Town Council initiated an amendment to the Official Zoning Map to expand the H-1 Overlay District to include approximately 9.5 acres of property known as Harrison Park. A public hearing before the Planning Commission was held on November 3, 2005 and at that meeting the Commission voted 6-0 (1 absent) to recommended approval of this application to Council. A Town Council public hearing is scheduled for January 24, 2006.

4. TLZM-2005-0004 Loudoun Sport and Health Club: Located at 131 Fort Evans Road between that road and the Leesburg Bypass. The applicant, S&H Loudoun, L.L.C. seeks to rezone 1.92 acres from the R-6 to the B-2 Zoning District to permit expansion of the commercial racquet club use. The plans were officially accepted for review on October 17, 2005. Staff is awaiting a revised submission.

### **TOWN PLAN AMENDMENTS**

The Zoning Division is not processing any Town Plan Amendments at this time.

### **ZONING ORDINANCE AMENDMENTS: 1 ACTIVE**

ZOAM-2005-0002 Expansion of H-1 Overlay District: Council initiated amendments to the Zoning Ordinance on October 12, 2005 to expand the H-1 Overlay District to include approximately 9.5 acres of property known as Harrison Park. A public hearing before the Planning Commission was held on November 3, 2005 and at that meeting the Commission voted 6-0 (1 absent) to recommended approval of this application to Council. A Town Council public hearing is scheduled for January 24, 2006.

### **BOARD OF ZONING APPEALS CASES**

No cases filed at this time.

### **BOARD OF ARCHITECTURAL REVIEW CASES**

The next scheduled B.A.R meeting is Wednesday, January 18, 2005 at 7:30 p.m. A total of 14 cases are on the agenda.

### **WATER & SEWER ADMINISTRATION**

#### **During this time frame there were:**

- 21 Public Facility Permits issued totaling \$216,073
- 42 work orders issued for meter sets
- 21 requests for occupancy inspection were issued.

#### **Capital Projects Update**

- Five plans and 11 right-of-way permits were received and reviewed with three requests for water and sewer system computer modeling.
- The Carr Tank No. 2 and Rt. 643 Tank Special Exception (SE) applications have both gone through the Town and County Planning Commission approval process. The Town Council held a public hearing at its November 22 meeting and a vote is expected at the December 13 meeting.

- The Woodlea Manor Booster Station construction has been completed and placed in service.
- The Utility Maintenance Building project has gone out to bid.
- Town and County staff continue to meet for extension of utilities to Philip A. Bolen Park.
- Negotiations are under way with Tessa Contractor for Phase II of the miscellaneous water/sewer system improvements.

## **UTILITY LINES DIVISION**

### **Routine items include:**

- turn on's and off's
- water meter readings
- complaint investigations
- rodding & cleaning sanitary sewer trouble spots
- marked w/s lines for contractors & citizens
- vehicle & ditch maintenance
- bush hogging
- assisted the Town of Hillsboro with repair work on a water main break

### **Summary Programs**

- New connections to town utility system: 37
- Staff responded to 821 requests to locate utilities (Miss Utility).

## TOWN OF LEESBURG

Full-time vacancies as of December 30, 2005

Department		Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Accepted
<b>Airport</b>	1	Director	8/18/05	√	√				
<b>Eng &amp; PW</b>	2	Senior Engineer (Plan Review)	7/14/05	√	√	√	√	√	√
	1	Maint. Worker I (Buildings)	7/28/05	√	√	√			
<b>Finance</b>	1	Accounting Assoc. II	10/28/05	√	√	√	√	√	√
<b>Human Resources</b>	1	HR Director	6/30/05	√	√	√			
<b>Planning &amp; Zoning</b>	1	Planner- Plan Rev.	10/21/05	√	√	√			
	1	Sr. Planner	10/21/05	√	√				
	1	GIS Technician	10/21/05	√	√				
	1	Transportation Planner	10/21/05	√	√	√			
<b>Police</b>	7	Police Officer I*	4/7/05	√	√	√			
<b>Utility Lines</b>	1	Equipment Operator	10/24/05	√	√	√	√	√	√
	2	Maintenance Worker II	10/24/05	√	√	√	√	√	√
<b>WPCD</b>	1	Utility Maintenance Worker II	10/25/05	√	√	√			
	1	Utility Plant Operator or Utility Plant Operator Trainee	12/28/05	√					
<b>Total</b>	22								

\* Please note the Police Department has filled 4 positions (one under the FY05 budget, plus three additional positions that have been approved for the first half of the FY06 budget). Three open positions remain under the second half of the FY06 budget.

John A. Wells